

Longitudinal Themes Sub-Committee Terms of Reference

Office of Accountability:	Dean, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all members of the Faculty of Medicine & Dentistry.

Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)). Faculty councils “may determine the programs of study for which the faculty is established” (Section 29(1)). In addition, “a faculty council may delegate any of its powers, duties and functions under this act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation (Section 29(3)).”

Acknowledging the mission and vision of the Faculty of Medicine & Dentistry, Faculty Council and the dean assign the **MD Curriculum & Program Committee (MDCPC)** the responsibility to ensure the coordination of all academic elements of, supports for, and overall direction of the MD Program. The MD Curriculum & Program Committee oversees the overall design, management and evaluation of a coherent and coordinated curriculum.

The Longitudinal Themes Sub-Committee operates as a standing sub-committee of the MD Curriculum and Program Committee with delegated responsibility for the Longitudinal Themes content of the MD Program.

Purpose

Reporting to the MD Curriculum and Program Committee, the purpose of the Longitudinal Themes Sub-Committee is to enable the coordinated and collaborative implementation of the curriculum through integrated representation of the various CanMEDs roles, in order to provide students with a comprehensive foundation in the knowledge, skills and attitudes that are essential to effective, efficient and socially accountable patient care.

POLICY

RESPONSIBILITIES

- a. Curricular Content and Delivery



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- i. To ensure delivery of the longitudinal themes curriculum is based on outcomes-based educational objectives that guide the curriculum and provide the basis for evaluating curricular effectiveness.
 - ii. To provide advice to the MD Curriculum & Program Committee on proposed changes to and innovations in the curriculum with respect to longitudinal themes.
 - iii. To establish working groups as needed to examine issues of interest related to the longitudinal themes curriculum. Such working groups report their findings to the Longitudinal Themes Sub-Committee for deliberation and possible incorporation into future planning.
- b. Evaluation of Student Performance, Course Performance and Other Outcomes
- i. To share data related to the progress of students in the pre-clerkship phase of the program, identify students in difficulty, regarding extra work and/or remediation for individual students in difficulty. The theme leads and/or longitudinal themes director will work together with the Assistant Dean, Academic Affairs and Director of Learning and Student Support to plan and implement extra work and/or remediation. To contribute to the MD Curriculum and Program Committee's monitoring of overall student achievement of the Longitudinal themes objectives.
 - ii. To review and respond to outcome data as made available from time to time by the MD Curriculum and Program Committee or other sources, or as may be collected by the committee itself.
 - iii. To respond to updates, from time to time, from each theme lead as well as course coordinator about issues arising in their theme as related to Longitudinal themes, and plans for change, and to provide advice where appropriate to the course coordinators.
- c. Communication and Collaboration
- i. To facilitate the orientation and education of committee members with respect to program policy and practice.
 - ii. To serve as an information conduit between UME leadership, the theme leads, the student body and teaching community at large.
 - iii. To enable the sharing of best practices, lessons learned and emerging trends among Longitudinal theme leads
 - iv. To serve as a sounding board for collegial discussion of members' program-related ideas and concerns.
 - v. To receive, consider and, where appropriate, act upon curriculum-related reports from:
 - students
 - theme leads



- guests and invited speakers
- vi. (Via the chair) To report back to the MD Curriculum and Program Committee on major decisions that have been implemented and to provide feedback and recommendations to the MD Curriculum and Program Committee as requested.

MEMBERSHIP AND VOTING

Voting Members (members, ex-officio*)

- a. Associate Dean, MD Program*
- b. Assistant Dean, Academic Affairs*
- c. Assistant Dean, Assessment*
- d. Assistant Dean, Program Evaluation*
- e. Assistant Dean, Curriculum
- f. Assistant Dean, Student Affairs, Office of Advocacy and Wellbeing
- g. Curriculum Team Lead, MD Program
- h. Director of Pre-Clerkship
- i. Director of Clerkship
- j. Integrated Clerkship Coordinator
- k. Director of Longitudinal Themes (Chair)
- l. Director, Program Quality and Accreditation
 - a. Director, Year 4 OSCE*
- m. Director, Arts and Humanities in Health & Medicine
- n. Medical Student Representatives
 - i. 2 MSA (one being a clerk)
 - ii. IMDSA representative
 - iii. BMSA representative
- o. Theme Leads
 - i. Communication & Consolidation Theme Lead(s)
 - ii. Physical Exam Theme Lead(s)
 - iii. Patient Immersion Experience Theme Lead
 - iv. Physician Discussion Group Theme Lead
 - v. Ethics / Law Theme Lead



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- vi. Health Systems, Patient Safety & Quality Theme Lead
- vii. Social Accountability Theme Lead
- viii. Indigenous Health Theme Lead
- ix. Public Health Theme Lead
- x. Longitudinal Clinical Experience Theme Lead
- xi. Evidence Based Medicine Theme Lead
- xii. Students in Service Theme Lead
- xiii. Interprofessional Education Theme Lead
- xiv. Reproduction, Sex and Gender Health Theme Lead

Non-Voting Members

- a. Longitudinal Themes Administrator – MD Program
- b. Program Coordinator – Department of Family Medicine
- c. Program Evaluation Specialist
- d. Library Staff Support
- e. Other members, as invited to join the committee at the discretion of the Chair

CHAIR

- a. Director, Longitudinal Themes

MEETING SCHEDULE AND PROCEDURAL ISSUES

- a. The committee meets once per quarter (4 times per year).
- b. Quorum requires the presence of the chair or designate, plus 50% of members.
- c. Where a voting committee member fails to attend more than 50% of the scheduled meetings over a 12 month period, or is absent for three consecutive meetings, the chair may seek a replacement or request for a new member (if appointed), or request for a by-election (if elected).
- d. Generally, decisions are arrived at by consensus following discussion. When consensus is not established and a decision is required, the chair may choose to conduct a vote, with a simple majority deciding the matter. A vote may be conducted during a meeting, provided quorum requirements have been met, or by electronic means.
- e. Additional meetings may be called at the discretion of the chair.



- f. Agenda and meeting materials will be pre-circulated.
- g. Minutes will be kept and pre-circulated before each meeting.
- h. The chair only votes in the event of a tie.
- i. The chair may request guests to the committee to address specific issues.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
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MD Curriculum & Program Committee	Ensures the coordination of all academic elements of, supports for, and overall direction of the MD Program. Oversees the overall design, management and evaluation of a coherent and coordinated MD curriculum.
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RELATED LINKS

There are no related links for this policy.

APPROVAL HISTORY

APPROVER	STATUS	DATE
MD Curriculum & Program Committee (MDCPC)	Approved	7 December 2017
MD Curriculum & Program Committee (MDCPC)	Approved	28 April 2022